

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation - Oxnard Transition to Imaging	REFERENCE NUMBER: 2008-032
DATE ISSUED: 09/19/08	SUPERSEDES: 2008-024

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transaction Specialists
Return to Work/Claims Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits

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The next phase of Electronic Claims File (ECF) is the transition to imaged correspondence. Oxnard is the first State Contract Office to make this transition with all claims correspondence sorted and scanned at a central processing facility.

Beginning September 1, 2008, please send all mail relating to claims at Oxnard State Contracts to this NEW PO BOX:

STATE COMPENSATION INSURANCE FUND
PO BOX 65005
PINEDALE, CA **93650-5005**

Please continue to send any mail not relating to specific claims to their street address:

2901 North Ventura Road, Suite 100
Oxnard, CA 93036

There is no change to mail processing at the other State Contract Offices at this time. State Fund expects that all State Contract Offices will transition to imaging by July 2009. When the next office makes the transition, another memorandum will be issued.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division